

15 February 1954

MEMORANDUM FOR: Assistant Director for Personnel.

SUBJECT : Security Hearing Board Roster.

1. In confirmation of our telephone conversation, at the Deputies' Meeting on 12 February 1954 the problem of CIA personnel serving on Security Hearing Boards of other agencies was discussed. The Director requested that I take the necessary action to insure that ———

a. individual employees listed on the roster maintained by the Civil Service Commission not accept requests made directly to them to serve on outside Boards and that all such requests be referred to a designated individual in the Office of Personnel;

b. the Office of Personnel made appropriate arrangements with outside agencies and administered the CIA roster so as to insure that this work was equally distributed among those eligible and designated to serve;

c. the number of individuals designated to serve on these Boards be increased———approximately doubled.

2. In connection with the foregoing General Cabell has requested that in the interest of security, and to avoid having too many people on a Civil Service Commission roster, we attempt to make an arrangement with the Commission whereby we merely inform them that we have a designated number of people to serve on these Boards, that the Office of Personnel will be the official point of contact for administering the roster internally within CIA, and that we not actually furnish names to the Civil Service Commission. In accordance with our conversation, it is my understanding that you will take care of this matter.

3. I am sending copies of this memorandum to the General Counsel and the Director of Security. If I can be of further assistance please let me know.

A-DD/A:LKW:laq

cc: Director of Security
General Counsel
DD/A chrono

DD/A sub

Security

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L. K. WHITE
Acting Deputy Director
(Administration)